

23 July 1969

OFFICE OF PERSONNEL MEMORANDUM NO. 20-60-4

SUBJECT : Notification and Approval of Personnel Actions by Office
of Security

RESCISSION: OPM 20-49-2 dated 19 February 1964

1. The Office of Security requires that it be notified of certain personnel transactions; its prior approval is required on others.

2. The requesting office will notify the Office of Security by forwarding to it one copy of Form 1152, Request for Personnel Action, on the transactions listed below. At that same time, the original Form 1152 will be forwarded to the Office of Personnel for processing.

- | | |
|-----------------|---------------------------|
| a. Details | d. Resignations |
| b. Conversions | e. Separations |
| c. Name Changes | f. Terminations and Death |

3. The following procedure has been established for leave without pay and reassignment transactions which require prior Office of Security approval:

a. The requesting office will forward two copies of Form 1152 to the Chief, Personnel Security Division, Office of Security, Room 3-E-29 Headquarters Building. The covering Routing and Record Sheet on line 2 will be addressed back to the requesting office. Upon approval, the Office of Security will return one copy of Form 1152 to the requesting office.

b. The requesting office will then forward the original Form 1152 together with the copy approved by the Office of Security to the Office of Personnel for processing. Upon completion of processing, the original Form 1152 will be filed in the official personnel folder.

4. Notification to or approval from the Office of Security is not required on the following:

Group 1
Excluded from Automatic
Declassification

C-O-N-F-I-D-E-N-T-I-A-L

- a. Change to Lower Grade
- d. Change of Service Designation
- b. Suspensions
- e. Transfer of Funds (not involving reassignment)

5. The Office of Security requires that in cases of marriage between two Agency employees the component originating the name change action state on the Form 1152 under remarks the date of marriage, full name of spouse and the fact that the spouse is an Agency employee. Otherwise, the employee is required to complete Form 444k.

Robert S. Wattles
Director of Personnel

OPM 19-69

C-O-N-F-I-D-E-N-T-I-A-L